Republic of the Philippines
Department of Education
REGION I

DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. 1
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OFFICE MEMORANDUM
ASD-2026-368

FIVE-DAY ONSITE WORKWEEK OF ALL CONTRACT OF SERVICE PERSONNEL AND IMPLEMENTATION OF STRICT ENERGY CONSERVATION MEASURES

To: Assistant Regional Director
Chiefs of Functional Divisions
Unit and Section Heads
All Concerned Personnel

1. To ensure the continuous delivery of public service, this Office hereby directs all contract of service personnel to observe a five-day onsite workweek, effective immediately.

2. Concurrently, to satisfy national mandates on reducing government fuel and electricity consumption, reporting personnel during Friday are encouraged to minimize the use of air-conditioning units and always set the thermostat to a minimum cooling temperature of 24 °C.

3. For information, guidance, and strict compliance.

ESTELA P. LEON-CARIÑO, EdD, CESO III
Director IV/Regional Director

ASD/RJLC/Hafalla/OnsiteWorkweek
October 20, 2026

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